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2.2 Types of contract

Saint Mary's College of California

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2.2. TYPES OF CONTRACT

Full-time appointments are temporary, probationary and tenured.

2.2.1. Term Appointment

2.2.1.1. Full-time (Temporary)

Temporary full-time appointments are made for a specific purpose and are clearly limited to a brief association with the College, for example, to replace someone on sabbatical, to offer special courses under a grant, to meet temporary needs of a department, etc. A member in a full-time appointment will receive retroactive credit as a probationary appointment if a reappointment is probationary.

2.2.1.2. Part-time (Pro-rata; Per-course)

Part-time undergraduate faculty ordinarily carry a course load of one (1) to four (4) courses; particular circumstances may allow a course load of five (5) or six (6) courses with the approval of the Dean.

An annual part-time appointment entailing more than four (4) courses will not be made unless there is:

- 1) evident departmental need (e.g., multiple sections, diversity of subject matter, special experience, enrollments, etc.); 2) evident College need (e.g., human, financial, programmatic) as determined by the Dean; 3) an expressed preference for a part-time appointment by an instructor.

Part-time undergraduate faculty whose course load is greater than four (4) courses may be assigned additional duties (independent studies, assigned advisees, committee work) at the discretion of the College.

Multiple part-time appointments totaling seven (7) courses or more in a single department will not be made unless there is evident need, as determined by the Dean of the School.

2.2.2. Probationary (Tenure Track Appointment)

Probationary appointments may be for one year, or for other stated periods, subject to renewal. The total period of full-time service prior to acquisition of permanent tenure will not exceed seven years, including all previous full-time service with the rank of instructor or higher in other institutions of higher learning (except that the probationary period may extend to as much as four years at the College, even if the total full-time service with academic rank thereby exceeds seven years; the terms of such extension will be stated in writing at the time of initial appointment). Scholarly leave of absence for one year or less will count as part of the probationary period as if it were prior service at another institution, unless the individual and the institution agree in writing to an exception to this

2.2. TYPES OF CONTRACT

2.2.2. Probationary (Tenure Track Appointment) (continued)

provision at the time the leave is granted. Notice shall be given at least one year prior to the expiration of the probationary period if the instructor is not to be continued in service after the expiration of that period.

(See Standards of Notice, 2.8.3.1.).

2.2.3. Tenured Appointment

Tenured appointments may be terminated only under conditions noted in 2.8.4., with the burden of proof resting upon the College.

2.2.4. Reduced Services (Fractional) Tenured Appointment

Tenured faculty may temporarily (not more than two years) or permanently reduce their full-time tenured appointment to a reduced services (fractional) tenured appointment through written agreement with the College.